## Instructions for submitting a bid using Bidmaker2

Follow these steps to create a bid for the Fall, 2011 Utah Instructional Materials Review

- 1. Save the file "bidmaker2.txt" on your desktop.
- 2. Rename the file by right clicking on it, selecting "Rename" and then replacing the extension so that the file name is now "bidmaker2.zip"
- 3. Double click on the "bidmaker2.zip" file icon and choose "Extract all files"
- 4. Double click on the "bidmaker2.exe" file to begin creating your bid.
- 5. Follow the instructions in the program to create your bid. Name your file with your publisher name.
- 6. After your bid file is saved, attach it to an email message and send it to alan.griffin@schools.utah.gov
- 7. Your bid file is now submitted.